

**Instructions for Dental Plans with a 2004-05 HFP Contract  
Plan Descriptions, Comparative Charts and the Language Grid**

**PLAN DESCRIPTIONS**

Attached is your plan description from the 2004-05 HFP Handbook. Please update the description, if necessary, by indicating changes in red ink. Any changes to your current plan description should be consistent with the following:

**1. Plan Description Length and Typeface**

Plan descriptions must be limited to no more than 310 words. Descriptions that are too long will be revised. The font and font size can be no smaller than Times 10 point.

Plans will have the opportunity to review the revised information and layout in the HFP Handbook before the final production. Please note that new changes will not be accepted during this review.

**2. Plan logo, toll-free numbers, and language capabilities**

- a. Plan logo should appear in the designated 1" x 2 ¾" space on the page.
- b. Plan's toll-free phone number should appear under the logo. All toll-free numbers for each service area or different services should be included if applicable.
- c. Phone hours.
- d. Language capabilities.

**LOGO**

1-800-111-2222  
Call 7am to 7pm  
English and Spanish

**3. Text to be included**

- a. Why choose your plan:  
Plan may include comments regarding quality assurance and/or accreditations received.
- b. How the plan works:  
Plans should provide a clear and concise description for this section. This should be the longest section.
- c. How to choose:  
This section should be brief.

**COMPARATIVE CHARTS AND LANGUAGE GRID**

Attached are the comparative chart and the language grid from the 2004-05 HFP Handbook. Please update your plan's information by indicating changes in red ink.

**Plan Description, Comparative Chart and  
Language Grid Changes Verification Sheet**

**Plan Description**

\_\_\_\_\_ We do not have changes for the current plan description.

\_\_\_\_\_ We have made the enclosed changes to the current plan description.

**Comparative Chart**

\_\_\_\_\_ We do not have changes for the current comparative chart.

\_\_\_\_\_ We have made the enclosed changes to the current comparative chart.

**Language Grid**

\_\_\_\_\_ We do not have changes for the language grid

\_\_\_\_\_ We have made the enclosed changes to the Language grid

Plan Contact Information

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Date of submission: \_\_\_\_\_

***[Plan-specific Plan Description, Comparative Chart and Language Grid  
will be sent to currently participating plans in October 2004]***